

Stock—Manufacturing.
 Drugs which deteriorate with keeping.
 Prescriptions, at cost, profit, and free—Method of checking up.
 House, medical and surgical supplies, cotton, glass-ware, &c.—Estimates and card catalogue for same—Fluctuations of the market—Cash register.
 The apothecary employed, and his commissions from drug houses, &c.
 Machinery supplies—with a word as to cotton waste.
 Buying—Dealing direct with wholesale houses—Through travelling salesmen—Methods to be observed.
 Relation of superintendent to college department, laboratory department.
 Central business office—Versus distinctly separate administrations.
 Private hospitals—Nurses in charge of independent nursing homes.

IV.—TRAINING-SCHOOL ADMINISTRATION.

Four lectures by Isabel Hampton Robb.
 The trained nurse in relation to large and small hospitals.
 Division of hospital administration.
 The nursing department :
 Its relation to the other departments.
 Its head—Her proper title, qualifications—Personality—Education—Standards—Business qualifications.
 Her authority—Its limit—Effect of divided authority—Her relations to a Training-School Committee—Importance of having her own and other official positions clearly defined.
 Duties of the head of the nursing department :
 Office—Ward—Home—Teaching.
 Duties in relation to the domestic department.
 Organisation of the nursing department: Nursing staff, grades, duties, classified division of work, ward work.
 Theoretical and practical instruction.
 The accepting and rejecting of probationers :
 Methods of selection ; uniform requirements.
 Superintendent's relation to her staff and pupils.
 Nursing ethics : For the pupil ; for the graduate.

V.—TRAINING-SCHOOL ADMINISTRATION (CONTINUED.)

Four lectures by Miss M. M. Riddle.
 The Superintendent of Nurses and Matron :
 Duties in the nursing department.
 Duties in the domestic department.
 Duties of assistants.
 Salaries.
 Division of work in wards : Head nurse, night nurse, day nurses, orderly, ward maid.
 Hours : On duty, off duty, Sundays, vacations, time lost.
 Placing of pupil nurses in wards.
 Length of service in each—how governed.
 Terms of night duty.
 Division of work in Domestic Department :
 Kitchen—Diet kitchen—Storeroom—Linen-room—Laundry—Cleaning of Corridors—Outlying buildings—Nurses' home.
 Supplies : Ordering of ; methods of exchange.

Book-keeping : Records of candidates ; records of probationers ; records of pupils ; records of head nurses ; records of reports, business with trustees, etc. ; records of supplies placed in wards, etc. ; book-keeping in house departments.

FEEES AND EXPENSES.

For matriculation, five dollars ; for tuition, one hundred dollars.

Students who take laboratory courses will be required to pay a special fee for supplies and materials. *It is proposed to make a uniform rate for tuition after July 1, 1903, of one hundred and fifty dollars per annum in all courses.*

Students' entire expenses have been found to vary from three hundred and twenty-two dollars to five hundred and sixty-one dollars and upwards, averaging about four hundred and fifty dollars.

DORMITORY.

Longfellow and Whittier Halls.

During the past year the Morningside Realty Company has erected a handsome fireproof building adjoining Teachers College for the purpose of giving to women students of the college comfortable accommodations at moderate rates. Every room is outside and entirely light, and the arrangement is such that they may be rented singly or in suites of two or three. There are also a limited number of suites consisting of two rooms and private bath. The building is heated by steam and lighted by electricity. There is a complete elevator system, a steam laundry equipped with all the modern machinery, and shower, needle, and tub baths. The public parlours and reception-rooms are on the main floor, and there are also small parlours on each of the sleeping-floors. The main dining-rooms and restaurant are on the top floor, and command wide outlooks over the city and the North and East Rivers. A house-mother is in residence, who is accessible to the students at all times. In addition to the dormitory, which occupies the central portion of the building, there are also a number of apartments in the two end sections, consisting of seven and eight rooms and bath, which are fitted for housekeeping and can be occupied by families. The entrances to the apartments are entirely distinct from those to the dormitory portion of the building.

The prices for single furnished dormitory rooms range from seventy dollars to one hundred and forty dollars for the school year (approximately nine months), and these include heat, light, and ordinary care. Furnished suites consisting of two bedrooms and study vary from two hundred and twenty-five dollars to three hundred and ten dollars per academic year ; and suites of two bedrooms and bath from three hundred and twenty-five dollars to four hundred and twenty-five dollars for the same term. Rents are payable half-yearly in advance. Table board in the dining-rooms is furnished to tenants in the dormitory at the most reasonable rates possible. A descriptive circular with diagrams will be sent to any address on application to the Morningside Realty Company, 1230, Amsterdam Avenue, New York City.

APPLICATIONS.

It is desired that all applications be made during the spring and early summer. For application papers apply to the Chairman of the Board of Examiners, Miss Banfield, Polyclinic Hospital, Philadelphia, Pa.

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